CAMPBELLTOWN

Library Meeting Rooms

STEP-BY-STEP USER ONLINE BOOKING GUIDE

# Contents

Use Bookable to hire our library meeting rooms.

This guide will show you how to register as a customer and complete a booking.

**WHERE TO START**
Visit our website
www.campbelltown.nsw.gov.au

BOOK IT
Select the **Book It** button from the popular links menu to view a list of the services and facilities available and select **Libraries** to view a list of meeting rooms available for hire.
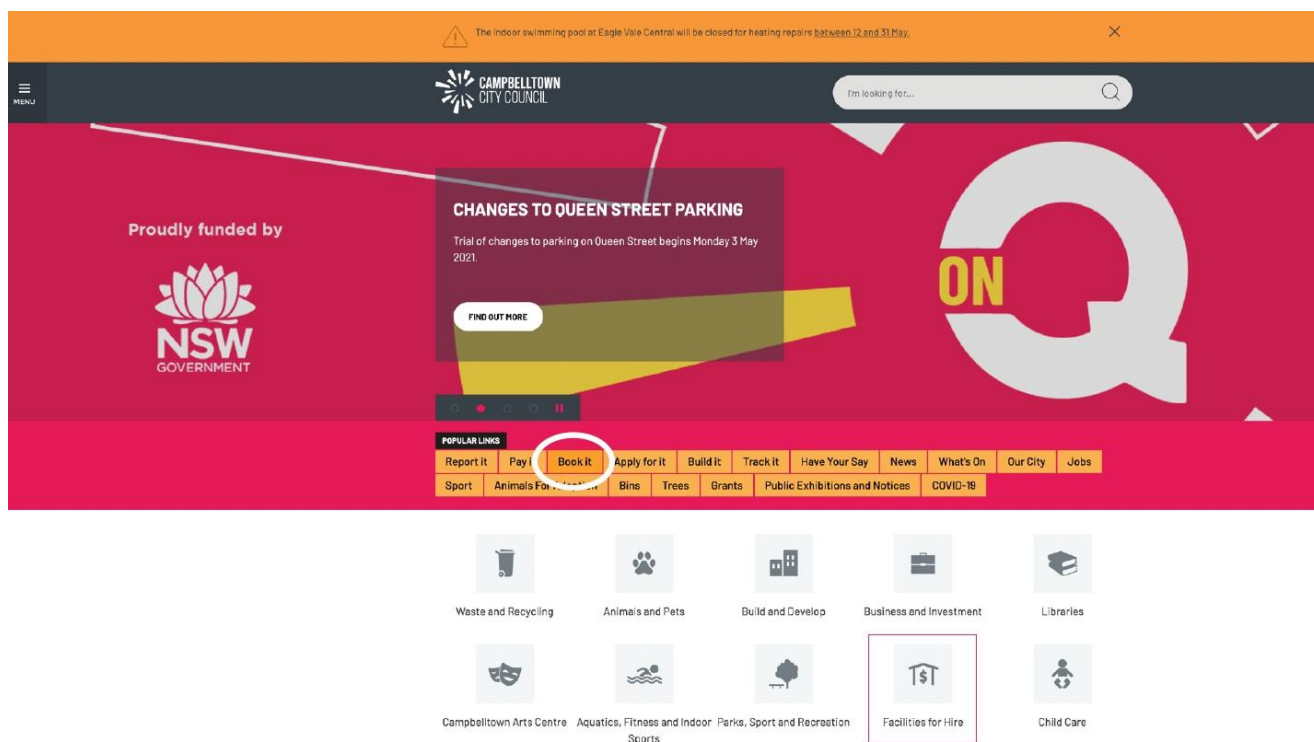
FACILITIES FOR HIRE
Selecting the **Facilities for Hire** icon will present a listing of all the facilities that you can hire. You can refine this list by selecting **Libraries** from the **Facility Type** drop down.
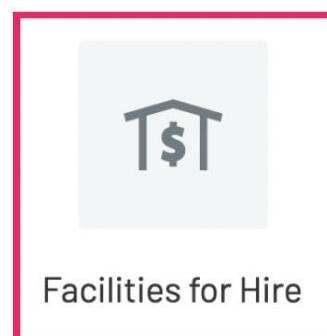
From here, you can select the facility that you wish to hire, you will be directed to bookable and can commence the booking process.

Account Registration

In order to use the system to request and amend bookings, you need to first create an account. You can do this by selecting **register** in the top right hand corner of the home screen.

Select the **Registration Type** that is most relevant to you. E.g. Organisation / Individual.

Here you will enter the organisation's details as well as assign a primary user for your organisation. Here you can also upload proof of your current public liability insurance cover and it will be added to all future bookings.

NOTE: Your password should contain a combination of at least 7 uppercase and lowercase letters, numbers and special characters. The more characters, the stronger the password. Your password will be accepted once the strength indicator turns green.

Complete the New Customer form below and start booking all your favourite venues ...once your registration is verified!

Registration Type

Organisation ⌄   Sporting Clubs/Associations ⌄

Organisation Details

Organisation/Trading Name*

ABN*

*Organisation Phone Number (inc Region and Cour

Organisation Email*

Address Line 1*

Address Line 2 (Optional)

Suburb*   Select State* ⌄   Australia ⌄

Postcode*

Create Account

⎘ Copy Organisation Email Address

Email*

Confirm Email*

Password*

Confirm Password*

☐ Show Password   ☐ Show Password

Our password policy requires a strong password. Your password should contain
a combination of at least 7 uppercase and lowercase letters, numbers and
special characters. The more characters, the stronger the password. Your
password will be accepted once the strength indicator turns green.

Primary User Personal **Details**

 Copy Organisation Contact Details

| Title* ⌄ | Given Name(s)* | Family Name* |

| Mobile Number (inc Region and Country codes)* | Phone Number (Optional) (inc Region and Country |

| Address Line 1* | Address Line 2 (Optional) |

| Suburb* | Select State* ⌄ | Australia ⌄ |

| Postcode* | Position in Organisation* |

Upload **Document**

Any documents specified below must be uploaded as part of your registration. Registrations that do not include the required documents may be delayed or rejected.

Public Liability Insurance $20 million

Select Files
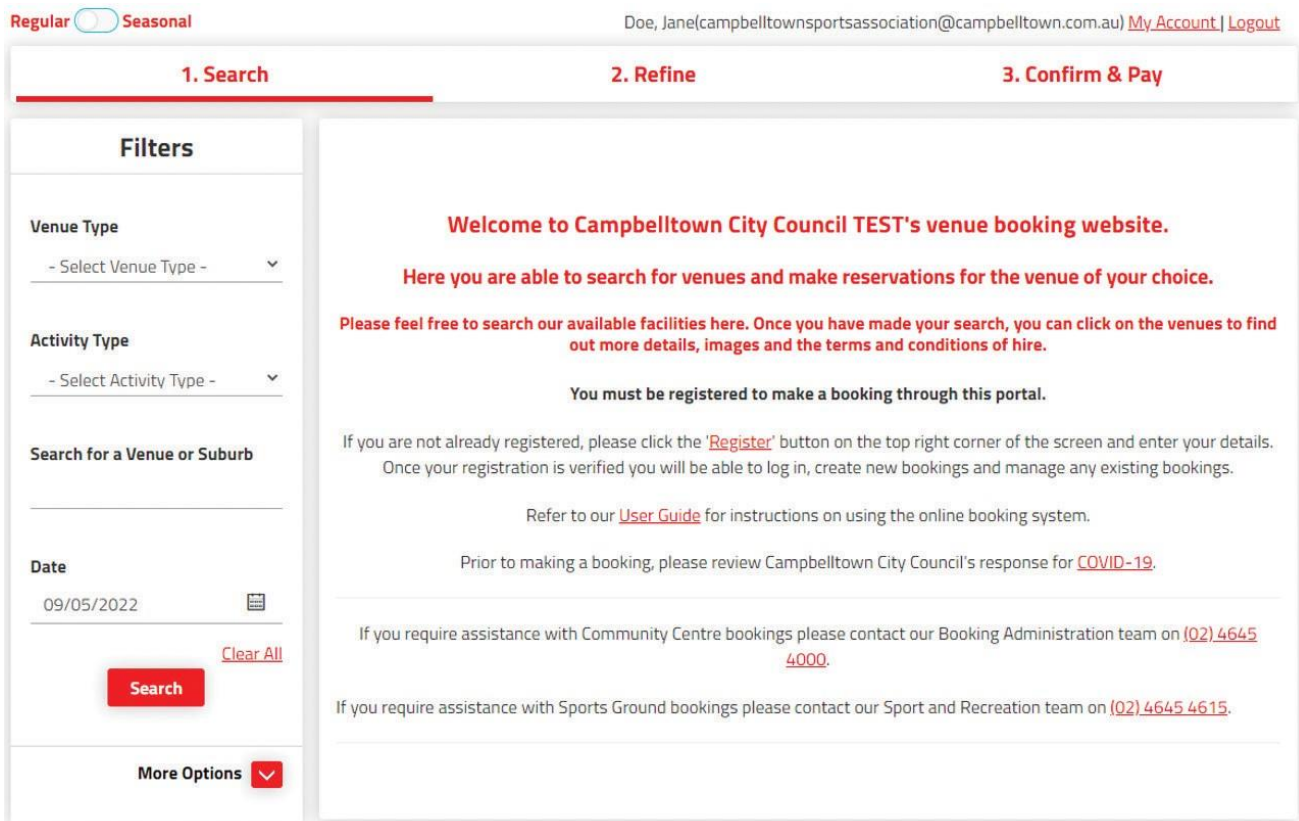
☐ By registering, you agree you have read and you accept our Privacy Policy and Terms of Use.

Create Account

Once all details have been entered you can select **Create Account,** your details will be provided to the bookings team who will verify your account. You will be notified via email once your account is verified, you can then log in and begin to request bookings.

Adding a user to your Existing Account

To add another user to your organisation's account, the main user should log in and navigate to **My Account** from the home screen.

Then select **My Organisation** and **+ Invite User.** Enter an email address for the person you want to invite, they'll receive an email prompting them to set up their own account.

My Account

My Bookings   My Details   **My Organisation**

My Organisation Details

Organisation **Details**

Organisation/Trading Name:	ABN:
Campbelltown Sports Association	11111111111

Phone:	Email:
0411 111 111	campbelltownsportsassociation@campbelltown.c

Address:
1 Sports Street Campbelltown NSW 2560 Australia

Customer Type:	Verified:
Sporting Clubs/Associations	Yes

Debtor ID:
Debtor ID

Modify

Organisation **Users**

+ Add User **+ Invite user**   ( ) Allow users to see bookings for whole organisation

Name	Email	Address	Mobile	Phone	Main	Status
Jane Doe	campbelltownsportsassociation@campbelltown.com.au	1 Sports Street Campbelltown NSW 2560 Australia	0411 111 111		true	Verified

Booking a Library Meeting Room

From your selected field you can click on **Explore Venue** to see more detail and information about your selected venue by selecting **Venue Details**. This will provide information on what's available at the facility as well as opening hours and other useful information.

HJ Daley Library

Meetings, Social groups, Training, Workshops, Conferences & Seminars

♿ ♿ 🅿 🚻

Available

BOOK VENUE

Close ⌃

Bookable Items Venue Details Images Documents

Daily View | Weekly view | Monthly view

HJ Daley Meeting Room

Find out more ⌄

Capacity:
30

Located opposite Koshigaya Park Campbelltown, HJ Daley Library Meeting Room is the perfect location for meetings, workshops and conferences and has a maximum capacity of 30 theatre style. The facility is carpeted throughout and has 6 large tables and 30 chairs.

Wed Jun 07, 2023

■ My booking ■ Booked ▤ Buffer ☐ Available ☐ Closed ■ Closure

12AM 1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM

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Activities
Meetings, Social groups, Training, Workshops, Conferences & Seminars

Book this item ➕

Make use of the venue filters on the left hand side to explore other venues or view the full list of venues on offer.

To make an enquiry select the space you want to book and select **Book this Item.**

Booking Refinement

Here you will enter specific details about your booking including:

Booking Name: a description of the booking. E.g. Meeting

Attendee Numbers: the approximate number of people attending

Purpose: use the drop down arrow to select from a pre-defined list of purposes

Customer: this will autofill from your customer account

More details can be entered by selecting the + **Additional Information** section

Single Day Bookings

Enter the date and time of your booking.

Select the area to be booked from the drop down and the time you wish to use the venue.

To delete a space from your booking, click on the delete/bin icon next to the item that is not required.

When finished, select save and then Checkout.

Multiple Day Bookings

To book a multiple day event, enter all information as above, select **Create Repeat/Add Date** and select **OK**.

Here you can **Create Repeat** bookings on a daily, weekly or monthly schedule. Use the **Advanced Timing** option to create different start and/or finish times for different days.

Create Repeat/Add Date   ×

Create Repeat   or   Add Date(s)

Choose your Date, then From and To times, Press 'Add' to add multiple dates.

Date	From	To
07/06/2023 📅	09 ⌄ : 00 ⌄	10 ⌄ : 00 ⌄

Add

1. 07/06/2023 09:00 - 10:00   Delete/Edit
2. 07/07/2023 09:00 - 10:00   Delete/Edit
3. 21/09/2023 09:00 - 10:00   Delete/Edit

OK   **Cancel**

Your selected dates will be added to your booking request and will appear in the right hand corner of your booking screen. You can amend or delete individual dates in your booking request by selecting the date from the top right hand corner.

Any clashes will be shown at this stage, requests cannot be submitted with a clash. Please choose an alternate date or remove the affected date from your booking request before submitting.

Or you can **Add Dates** individually by selecting your desired date, selecting the desired times and clicking **Add**. Multiple dates can be added using this screen.

Submitting your request

Once you have entered all booking dates and details, you can submit your request by selecting **Checkout** at the bottom of your screen.

1. Search	2. Refine	3. Confirm & Pay

Booking Refinement

1. Booking Overview To start your booking, add a Name for the Booking, choose your purpose and login if you are registered

Booking Name: * (7/150 characters.)

Meeting

Attendee Numbers: *

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Included Dates

Wednesday 07/06/2023
Wednesday 14/06/2023

Purpose: *

Activity - Meeting

Customer:

Guest

+ Additional Information

2. Booking Items Add the items you wish to book, then choose the duration of your booking.

07/06/2023

Create Repeat/Add Date

Bookable Items *	**From**	**To**	
HJ Daley Meeting Room	09 : 00	10 : 00	**Delete**

Add Booking Item

HJ Daley Library

HJ Daley Meeting Room

Daily View | Weekly view | Monthly view

Wed Jun 07, 2023

■ Clash ■ My booking ■ Current ■ Reserved ■ Booked ■ Buffer ■ Available ■ Closed ■ Closure

12AM 1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM

< New Search

Checkout >

You will be taken to another screen where you should review and **Complete** your request.

1. Search	2. Refine	3. Confirm & Pay

Booking Details

Booking **Overview** 📅

Venue:
HJ Daley Library

Customer:

Title:
Meeting

Purpose:
Activity - Meeting

Description

Special Requirements

Pricing Summary	
Fees (Incl GST):	**$50.00**
Bonds:	**$0.00**
Total (Incl GST):	**$50.00**
GST:	**$4.55**
Payable:	**$50.00**
Payable Now:	**$50.00**
Payable Later:	**$0.00**

Attendee Numbers:

Required Documents

The document(s) specified below are required for your booking to be assessed. The maximum file size is 30MB per file.

Public Liability Insurance $20 million *
- No documents uploaded.

[Upload Document]

Other Documents

Only use this option to upload additional documents that are NOT specified in the 'Required Documents' panel

- No documents uploaded.

[Upload Document]

Booking Breakdown

06 July 2023 Thursday

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
HJ Daley Meeting Room	10:00 AM	11:00 AM	Hours	1	$50.00	$50.00	$4.55

Add contacts for booking notifications

If you would like others to be notified about certain updates to this booking, please add those contacts here.

[Add Existing Contact] [Add Manual Contact]

Name	Email	Mobile	Action

No record found.

[Delete] [Modify] [Print Quote] [Complete]

Select complete and you will then be prompted to read and agree to the terms and conditions of hire.

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Terms and Conditions

Conditions for Hirers

· If the hire is on behalf of a registered or incorporated organisation, you must possess and provide a copy of their Certificate of Currency for Public Liability Insurance. A minimum coverage amount of $20 million is required and an active ABN and/or ACN number.

· For community rate bookings please provide evidence that you are a not for profit group, community organisation or community group.

· All fees and charges are adopted annually by Council and are subject to change each financial year.

Print

Specific Booking Requirements

Public Liability Insurance $20 million *
- No documents uploaded.

Upload Document

☐ **I have read and accept the Terms and Conditions.**

Continue

Once you have done this, select checkout and your request is submitted for review by the Community Learning & Libraries Team and you will be contacted within 7 business days with the outcome of your request.

Reset your Password

To reset your password, from the home screen, click the **Login** hyperlink on the top right hand corner of your screen and then select **Forgot Password**? Enter your email address and select **OK**.

An email will be sent to your email address, click the link within the email to be redirected to the booking site and follow instructions to reset your password.

Manage your Account and Bookings

You can modify existing bookings, request additional dates and download relevant documentation as well as process your own payments through **My Account**.

The **My Bookings** tab allows you to view current and historic bookings. Select a specific booking to make changes, upload documents such as public liability or cancel the booking entirely.

You can make payment by credit card by selecting **Add a Payment** or download your invoice by clicking the three dots next to a booking and selecting **Download Invoice**. Payments can also be made using BPAY, details are contained within the invoice.

To update your details, visit the **My Details** tab and amend details as required.

To update your organisation's details or perform actions such as inviting another user to your organisation's account, visit the **My Organisation** page and perform any relevant actions.

Additional Support

If you have any questions or require additional support with your booking, please contact the Community Learning & Libraries Team on 02 4645 4444.

www.campbelltown.nsw.gov.au